


Idaho Department of Correction 	Standard Operating Procedure	Title: Correctional Alternative Placement Program (CAPP)		Page: 1 of 18
		Control Number: 607.26.01.015	Version: 3.0	Adopted: 06-11-2010

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Open to the general public: ☒ Yes ☐ No

If no, is there a redacted version available: ☐ Yes ☐ No

SCOPE

This standard operating procedure (SOP) applies to any Idaho Department of Correction (IDOC) staff member, contract staff, vendor, volunteer, mentor, or offender who provides services or participates in the Correctional Alternative Placement Program (CAPP).

Revision History

Revision date (08/26/2015) version 3.0: Updated format, added language throughout to include timers/terms, updated forms and appendices.

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BOARD OF CORRECTION IDAPA RULE NUMBER 607

[Public Participation in Program Activities](#)

POLICY CONTROL NUMBER 607

[Correctional Education and Programs](#)

PURPOSE

The purpose of the standard operating procedure is to provide guidance and standards for the Correctional Alternative Placement Program (CAPP), which provides substance abuse and cognitive behavioral treatment to Idaho Department of Correction offenders.

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RESPONSIBILITY

Chief of the Management Services Division

The chief of the Management Services Division is responsible for:

- Implementing this SOP;
- CAPP contract oversight; and
- Ensuring IDOC employees and contractors are practicing the guidelines, standards, and procedures provided herein.

Chief of the Prisons Bureau

The chief of the Prisons Bureau is responsible for:

- ensuring correctional facility Reception/Diagnostic Unit (RDU) staff compliance with guidelines, standards, and procedures provided herein; and
- ensuring education and treatment staff compliance with the CAPP contract

Chief of the Probation and Parole Bureau

The chief of the Probation and Parole Bureau is responsible for ensuring compliance with community placement activities and aftercare as described herein.

CAPP Case Manager

The CAPP case manager is responsible for:

- Performing the functions and requirements specified in the CAPP contract; and
- Communicating and recording all interactions, noteworthy observations, responses to problems, successes, challenges, and other relevant assessment information in the IDOC's Corrections Integrated System (CIS).

CAPP Placement Coordinator

The CAPP placement coordinator is responsible for coordinating offender placements as described herein. The CAPP placement coordinator will be a case manager assigned in the receiving and diagnostic units of IDOC.

GENERAL REQUIREMENTS

The CAPP is a short-term diversionary alternative for offenders struggling with substance abuse and behavioral problems. The CAPP environment will provide a residential, 24 hour per day, seven day a week intensive learning experience in which an offender's behavior, attitude, and values are assessed and modified and pro-social behaviors and attitudes are reinforced throughout the daily regimen.

When the policy refers to retained jurisdiction offenders "riders" the process steps will be followed by the private facility only.

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1. Offender Population Groups Receiving Services

The CAPP will provide diversion programming services to the following offender population groups:

- Parole Violators-Offenders who are under the jurisdiction of the Commission of Pardons and Parole, and assessed with substance abuse and cognitive restructuring issues.
- Retained Jurisdiction Offenders (Riders)-Offenders who are under the retained jurisdiction of the courts, assessed with substance abuse and cognitive restructuring issues.
- Timers

2. Selection Criteria

Depending on the population group (see section 1), and after the probation and parole officer has exhausted community based options, offenders shall meet the following selection criteria to enter the CAPP.

<u>TERMER/Pathway Program</u>	<u>WORKER</u>
<ul style="list-style-type: none"> • No escapes • No violent crimes • Minimum custody • No disciplinary for violent behavior within two (2) years • Manageable mental health (per clinical staff) • Manageable health issues(per medical staff) • No Pending felony charges, felony warrants or detainers • Programming termers who meet pathway requirements • Must meet the IDOC placement matrix: <p><u>Low-Risk Crime Severity Index:</u></p> <ul style="list-style-type: none"> • Has a TPD or FTRD within five (5) ears or • Has a PED or PHD within (5) years and has a FTRD within 20 years <p><u>High-Risk Crime Severity Index:</u></p> <ul style="list-style-type: none"> • Has a TPD or FTRD within three (3) years or <p>Has a PHD within three (3) years and is within five (5) years of FTRD.</p>	<ul style="list-style-type: none"> • No escapes or walkaways within 5 years • No violent crimes • Minimum Custody • No disciplinary for violent behavior within two (2) years • No sex offenders • Manageable mental health (per clinical staff) • Manageable health issues(per medical staff) • No Pending felony charges, felony warrants or detainers • Programming termers who meet pathway requirements • Must meet the IDOC placement matrix: <p><u>Low-Risk Crime Severity Index:</u></p> <ul style="list-style-type: none"> • Has a TPD or FTRD within five (5) ears or • Has a PED or PHD within (5) years and has a FTRD within 20 years <p><u>High-Risk Crime Severity Index:</u></p> <ul style="list-style-type: none"> • Has a TPD or FTRD within three (3) years or <p>Has a PHD within three (3) years and is within five (5) years of FTRD.</p>

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<u>CRP PROGRAM</u>	<u>RIDER/PV 90 DAY PROGRAM</u>
<ul style="list-style-type: none"> • Current Crimes as listed in appendix F exclude entry into CRP • Manageable mental health (per clinical staff) • Manageable health issues(per medical staff) • No institutional violence that deems a risk to the facility • Previous completion of CRP • No pending felony charges, detainers or felony warrants • Six (6) grade or higher reading level • Escape history from a secure facility within five (5)years • No LSI scoring (40+) 	<ul style="list-style-type: none"> • Six (6) grade or higher reading level • Substance abuse with a level of service inventory-revised (LSI) score of .4 or higher on alcohol/drug domain. • LSI score between 14 and 40. • Manageable mental health (per clinical staff) • Manageable health issues(per medical staff) • No institutional violence that deems a risk to the facility • No pending felony charges, detainers or felony warrants • No institutional violence that deems a risk to the facility

If an exception is needed, such as an inmate has a higher than 40 LSI, the CAPP placement coordinator shall consult with the Deputy Chief of Programs or designee. If an exception is granted, the CAPP placement coordinator shall email the contract monitor and the contract provider to inform them that an exception was granted.

3. Exclusion Criteria for Placement at CAPP

Regardless of the offender population group (see section 1), offenders meeting any of the following shall not be eligible for placement at CAPP.

- Unmanageable mental health disorders as determined by clinical staff;
- Unmanageable health issues as determined by medical staff
- Sex offenders without a significant assessed substance abuse issue;
- Pending felony charges, active detainers, or felony warrants;
- Escape history from a secure facility within five years.

4. Entry Process Steps

Table 4-1: Parole Violators—Direct Recommendation from the Probation and Parole Bureau

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	1	<ul style="list-style-type: none"> • Identify an offender who is failing on parole and make a recommendation for placement of offender in the CAPP according to section 2 of this SOP. • Update the level of service inventory-revised (LSI-R); and • Make a supervision note entry in the CIS.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	2	<p>Review the recommendation with the section supervisor.</p> <ul style="list-style-type: none"> • <u>If placement is agreed to</u> – obtain signatures on the CAPP placement referral form then scan and email (or fax) the form to the RDU CAPP placement coordinator for review. • Make a supervision note entry in the CIS. (The process continues at step 3.) • <u>If placement is not agreed to</u> –make a supervision note entry in the CIS. (The process ends here.)
RDU CAPP Placement Coordinator	3	<p>Review the received <i>CAPP Placement Referral Form</i>, and approve or disapprove the request.</p> <ul style="list-style-type: none"> • Make a supervision note entry in the CIS; <u>and</u>: • <u>If approving</u> – scan and email (or fax) the form to the PPO, section supervisor, and Commission of Pardons and Parole. (The process continues at step 4.); <u>or</u> • <u>If disapproving</u> – scan and email (or fax) the form to the PPO, section supervisor, and Commission of Pardons and Parole. (The process ends here.)
PPO or Section Supervisor	4	<ul style="list-style-type: none"> • Submit a Report of Violation and a copy of the approved <i>CAPP Placement Referral Form</i> to the Commission of Pardons and Parole; and • Make a supervision note entry in the CIS.
Commission of Pardons and Parole	5	<p>Review the received Report of Violation and the <i>CAPP Placement Referral Form</i> and:</p> <ul style="list-style-type: none"> • <u>If agreeing to placement</u> – email the PPO, section supervisor, and CAPP placement coordinator to inform them; and issue a Parole Commission Warrant, Return of Service document, and a Request for Continuance and for Placement in the CAPP form. (The process continues at step 6.) • <u>If not agreeing to placement</u> – email the PPO, section supervisor, and CAPP placement coordinator to inform them. (The process ends here.)

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO	6	<ul style="list-style-type: none"> • Serve the offender with the Parole Commission Warrant, Return of Service document, and Request for Continuance and for Placement in the CAPP Form, <u>and</u> inform him that he was approved for the CAPP; • Have the offender review the Request for Continuance and for Placement in the CAPP Form; and if he agrees to the conditions: <ul style="list-style-type: none"> ◆ Have him voluntarily sign the form; ◆ Send the signed form to the Commission of Pardons and Parole; and ◆ Send a copy to the CAPP placement coordinator. • Make a supervision note entry in the CIS to record service of the documents. • If the offender does not agree to the conditions, have him sign the refusal statement at the bottom of the Request for Continuance and for Placement on the CAPP Form; send the signed form to the Commission of Pardons and Parole and the CAPP placement coordinator; make a supervision note entry in the CIS, and the process will end here. The Commission of Pardons and Parole will then continue with the parole violation hearing process.
When these steps are completed, the process continues as described in section 5 of this SOP.		

Table 4-2: Parole Violators—Direct Recommendation from Commission of Pardons and Parole

The following process steps are only associated with the parole violation hearing process and shall be used (a) at the discretion of the Commission of Pardons and Parole, and (b) under special circumstances as determined by the Commission.

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Parole Violation Hearing Officer	1	<p>Conduct a parole violation hearing and determine whether or not:</p> <ul style="list-style-type: none"> • A violation of the conditions of parole has been committed; and • The offender is a possible candidate for the CAPP (see section 2 of this SOP). • If both conditions are true, make a verbal recommendation to the Commission of Pardons and Parole and PPO for placement of the offender into the CAPP. • If both conditions are not true, the process ends here.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Commission of Pardons and Parole	2	<p>Consider the recommendation for placement in the CAPP, and:</p> <ul style="list-style-type: none"> • If in agreement – obtain signatures on the CAPP referral form; scan and email (or fax) the form to the RDU CAPP placement coordinator for review; email the parole violation hearing officer and the PPO to inform them; and make a supervision note entry in the CIS. (The process continues at step 3.) • If not in agreement – email the parole violation hearing officer to inform him. (The process ends here.)
RDU CAPP Placement Coordinator	3	<ul style="list-style-type: none"> • Review the received <i>CAPP Placement Referral Form</i>, and approve or disapprove the request in accordance with section 2 of this SOP; • Make a supervision note entry in the CIS; and • Scan and email (or fax) the form to the Commission of Pardons and Parole, PPO, and parole violation hearing officer. • If disapproved, the process ends here.
Commission of Pardons and Parole	4	Submit a Request for Continuance and for Placement in the CAPP form to the PPO.
PPO	5	<ul style="list-style-type: none"> • Have the offender review the Request for Continuance and for Placement in the CAPP Form; and if he agrees to the conditions: <ul style="list-style-type: none"> ♦ Have him voluntarily sign the form; ♦ Email the CAPP placement coordinator and ♦ Send the signed form to the Commission of Pardons and Parole. • Make a supervision note entry in the CIS. • If the offender does not agree to the conditions, have him sign the refusal statement at the bottom of the Request for Continuance and for Placement in the CAPP Form; send the signed form to the Commission of Pardons and Parole and the CAPP placement coordinator; make a supervision note entry in the CIS; and the process will end here. The Commission of Pardons and Parole will then continue with the parole violation hearing process.

When these steps are completed, the process continues as described in [section 5 of this SOP](#).

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Table 4-3: Offender Workers for Private CAPP facility

Functional Roles and Responsibilities	Step	Tasks
CAPP Deputy Warden of Programs or Designee	1	Email the contract monitor notifying of a need for offender workers.
CAPP Contract Monitor	2	<ul style="list-style-type: none"> Notify the facility program managers of the need for offender workers at CAPP.
Facility Program Managers	3	<ul style="list-style-type: none"> Have case managers check caseloads for offenders that fit the criteria to be placed at CAPP and can work.
Facility Case Managers	4	<ul style="list-style-type: none"> Review caseloads for offenders to be housed at CAPP to be offender workers. Send list of offenders to the facility program managers
Facility Program Manager	5	<ul style="list-style-type: none"> Send list of offenders recommended for placement as CAPP workers to the CAPP contract monitor.
CAPP Contract Monitor	6	<ul style="list-style-type: none"> Review list to ensure offenders fit placement criteria Send list of offenders to CAPP facility head or designee
CAPP Deputy Warden of Programs or Designee	7	<ul style="list-style-type: none"> Review the candidate list; Determine whether the offender worker candidate is suitable for work in the CAPP facility; and If suitable submit an Offender Placement Request Form for each offender in accordance with SOP 322.02.01.002, Offender Placement Process, and submit all forms for approved moves to the Offender Placement Group If not suitable, notify the contract monitor via email.
Offender Placement Group	8	<ul style="list-style-type: none"> In accordance with SOP 322.02.01.002 Offender Placement Process, coordinate with the Inmate Transport Group the offender worker's move to the CAPP facility. Final placement is at the discretion of the IDOC.
CAPP Case Manager or designee	9	<ul style="list-style-type: none"> Coordinate placement with the CAPP Contract Monitor; and Conduct an orientation for offender workers.

Table 4-4: Timers referred to Private CAPP facility

Functional Roles and Responsibilities	Step	Tasks
RDU and IDOC facility program managers	1	Review pathway assignments and placement matrix. Send recommendations to facility placement coordinator.

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Functional Roles and Responsibilities	Step	Tasks
RDU and Facility placement coordinators	2	<p>Submit an Offender Placement Request Form for each offender in accordance with SOP 322.02.01.002, Offender Placement Process, and submit all forms for approved moves to the Offender Placement Group</p> <p>Send a copy of the move request to the CAPP contract Monitor.</p>

5. RDU/CAPP Case Management Steps

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
RDU CAPP Placement Coordinator	1	<p><u>Note:</u> Only perform this step when the offender is a parole violator; otherwise, skip to step 2A.</p> <p>If the inmate is a parole violator then in accordance with SOP 322.02.1.002, <i>Offender Placement Process</i>, prepare and email an Offender Placement Request Form to the Offender Placement Group to begin moving the offender to the facility RDU.</p>
RDU	2A	<p><u>Note:</u> If the offender is a rider perform step 2A and then 2B. If the offender is not a rider, proceed to step 2B.</p> <p>To determine whether the offender meets the criteria for the CAPP, see SOP 303.02.01.001, <i>Classification: Offender</i>, and</p> <ul style="list-style-type: none"> • <u>If meets criteria</u> – prepare a CIS-generated Retained Jurisdiction Placement Evaluation Form, notify the sentencing court, and continue with step 2B; and • <u>If does not meet criteria</u> – notify the sentencing court of the appropriate rider placement.
RDU CAPP Placement Coordinator	2B	<ul style="list-style-type: none"> • Conduct RDU processes; • Create the offender's offender management plan (OMP) (see SOP 607.26.01.014 <i>Program Management: Offender</i>): <ul style="list-style-type: none"> • Parole Violators and riders reflect the need for the offender to participate in the CAPP; • Timers enter pathway goal • In accordance with SOP 322.02.01.002, <i>Offender Placement Process</i>, prepare and email an Offender Placement Request Form to Offender Placement to begin the offender placement process.
Offender Placement Group	3	In accordance with SOP 322.02.01.002, <i>Offender Placement Process</i> , coordinate with the Inmate Transport Group the offender's move to the CAPP facility.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Deputy Warden of Programs or Designee	4	<ul style="list-style-type: none"> • Complete the CAPP orientation and assessments; • Make 'track' determinations using cognitive behavior therapy (CBT) , the Meth Matrix, or other program as determined by IDOC; and • In accordance with SOP 607.26.01.014, <i>Program Management: Offender</i>, update the offender's OMP goal for track determination. • Make a c-note entry in the CIS.
CAPP Case Manager	5	Manage offender activities and programming per the CAPP contract, SOP 607.26.01.014 and SOP 324.02.01.001 and make monthly treatment and/or programming updates in the CIS.
CAPP Counselor/Instructor	6	Complete a bi-weekly treatment note in the CIS as a c-note entry indicating the offender's progress in the program.
CAPP Case Manager	7	<ul style="list-style-type: none"> • 30 days prior to an offender's anticipated <u>program completion</u>: <ul style="list-style-type: none"> ♦ Email the CAPP contract monitor and PPO to inform them of the anticipated completion date. ♦ Timers- <ul style="list-style-type: none"> ▪ Close out classes in OMP ▪ Enter offender into Pathways Transitions Class ▪ Notify the IDOC Parole Coordinator of the offenders release date. ♦ Rider (see section 2) – in accordance with directive 324.02.01.001, Retained Jurisdiction, prepare and forward to the court an Addendum to the Pre-sentence Investigation (APSI) and a Recommendation Notice. • At a minimum 9 days prior to an offender's anticipated <u>program completion</u>, if the offender is a: <ul style="list-style-type: none"> ♦ Parole violator – prepare <i>CAPP Progress Summary and Recommendations Form</i>, and send to CAPP Program Manager or designee. Make a c-note entry in the CIS.
CAPP Case Manager	8	Upon the offender's CAPP completion, make a c-note entry in the CIS as an 'end summary', and close out the OMP goal.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Deputy Warden of Programs or Designee	9A	For parole violators at a minimum of 9 days prior to an offender's anticipated program completion notify the commission of pardons and parole by email; <ul style="list-style-type: none"> • Send a list of all offenders leaving the following week • The date they will be leaving • The district in which they are paroling; and • A copy of the Progress Summary and Recommendations Form for each inmate. Send a copy of the e-mail to the CAPP contract monitor.
CAPP Deputy Warden of Programs or Designee	9B	For riders leaving the CAPP facility to return to the county jails for rider review: <ul style="list-style-type: none"> • A week before program completion prepares and emails Offender Placement Group a list of riders leaving, the transport dates and the counties where the riders will be transported.
CAPP contract Monitor or designee	10	Complete background checks on all parole violators leaving from the private CAPP facility and retained jurisdiction offenders returning to ADA county court and send authorization to release paperwork to CAPP.

6. Re-entry Process Steps

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Case Manager	1	<ul style="list-style-type: none"> • <u>During orientation</u> – initiate reentry planning, to include housing, employment, and release (non-riders) transport options. • <u>Meet with the Inmate 75 days before estimated completion date</u> – Discuss reentry plan identifying potential residence. If inmate has private residence option: <ul style="list-style-type: none"> ○ Contact home verifying willingness to house inmate and explain general rules of supervision. ○ Verify all residents of the home: names, ages, probation/parole status and relationship to inmate. <p><u>Note:</u> If the address is not suitable for the offender, the offender shall be returned to the district of violation, or if he is a 1st time offender, returned to the district of conviction.</p>
CAPP Case manager	1A	If inmate reports no private residence and/ or transportation options is available confirm by reviewing: <ul style="list-style-type: none"> • PSI • Supervision notes • Visiting module • Inmate accounts

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Case manager	1B	<p>If confirmed no private residence option is available:</p> <ul style="list-style-type: none"> Review inmate checking account in Reflections for deposit/spending history. If inmate does not have money available to pay for housing, contact potential external support resources (visitors, family, or other individuals who have deposited funds into inmate's account) to verify or eliminate potential support for full or partial financial assistance with transitional housing costs. If ALL potential external financial support resources are exhausted, work with inmate to submit an application to transitional home and submit transition funding application for review.
CAPP Case Manager	1C	<p><u>Sixty days before estimated completion date:</u> enter release plan in Reflections in probation plan module. Send email to designated P&P district contact advising that probation/parole plan is in reflections. Enter a c-note that the plans has been entered and P&P has been notified.</p>
PPO	2	<p>Review the received email and entered reflections plan to determine whether the residence is suitable for the offender; and within 14 calendar days of receiving the email, accept or reject the residence plan.</p> <ul style="list-style-type: none"> <u>If accepting the plan</u> – approve in Reflections probation plan module. <u>If rejecting the plan</u> – deny the plan in Reflections probation plan module and send an email to case manager with alternative housing option for case manager and inmate's consideration, and cut and paste into CIS as a c-note entry. <p><u>Note:</u> If plan is rejected for same inmate more than once, PPO staffs the case with a section supervisor before denying any subsequent plans.</p>

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Case Manager	3	Verbally notify the offender of the status of the PPO's decision regarding the residence plan, and make a c-note entry in the CIS.
		<p><u>Note:</u> If the residence plan was rejected by the PPO, you have two (2) weeks from the date you received the PPO's email to email the PPO an alternative plan.</p> <p><u>Note:</u> All CAPP completers will be released to the district on schedule and cannot be denied release due to a PPO rejected residence plan. If a residence plan is not accepted by the PPO prior to the offender's release, the PPO will have to develop a residence plan after the offender's release.</p> <p>Timers will be an exception and will be held until a parole plan is completed at either the private facility CAPP or moved to a state facility.</p>
CAPP Case Manager	4	<u>In the two (2) weeks prior to the offender's release</u> – scan the offender's relapse prevention plan to an electronic file, email it to the PPO <u>and</u> drug and alcohol rehabilitation specialist (DAR), and cut and paste the email into the CIS as a c-note entry.
PPO	5	At the initial meeting, review the relapse prevention plan with the offender to develop and enter an offender management plan (OMP) in the CIS.
Probation and Parole Bureau DARS	6	Provide the offender a weekly CAPP aftercare program or alternative program.
		<p><u>Note:</u> Programs must be provided by probation and parole DARS and not outsourced.</p> <p><u>Note:</u> Alternative programs must be approved by the Education, Treatment, and Reentry Bureau.</p>
Probation and Parole Bureau	6	Arrange a group meeting where offender support persons will be supplied with an overview of the offender's supervision requirements.
		<p><u>Note:</u> District managers (or designees) will determine the frequency and method of delivery for group meetings. Support person attendance is optional. Offender participation is as directed by the supervising PPO.</p>

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7. CAPP Removal Process

The following process steps shall be used to request an offender's removal from the CAPP.

Table 7-1: Parole Violators

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Case Manager	1	<ul style="list-style-type: none"> Identify an offender who is failing the CAPP; Prepare <u>CAPP Progress Summary and Recommendations Form</u>; Forward the completed <i>CAPP Progress Summary and Recommendations Form</i> to the CAPP Deputy Warden of Programs; and Make a c-note entry in the CIS.
CAPP Deputy Warden of Programs or designee	2	<p>Review the received <i>CAPP Progress Summary and Recommendations Form</i>, and:</p> <ul style="list-style-type: none"> <u>If in agreement with the recommendation</u> – sign the form and scan and email (or fax) it to the RDU CAPP placement coordinator and the IDOC contract monitor. (The process continues at step 3.); <u>or</u> <u>If not in agreement with the recommendation</u> – do not sign the form, notify the CAPP case manager. (The process ends here.) <p>Note: If you are not in agreement with the recommendation, the CAPP case manager shall make a c-note entry in the CIS.</p>
RDU CAPP Placement Coordinator	3	<p>Review the received <i>CAPP Progress Summary and Recommendations Form</i>, and approve or disapprove the request.</p> <ul style="list-style-type: none"> <u>If approving</u> <ul style="list-style-type: none"> Complete the form, and scan and email (or fax) it; to the CAPP Deputy Warden of Programs; IDOC contract monitor; and The Commission of Pardons and Parole. <u>If disapproving</u> <ul style="list-style-type: none"> Complete the form, and scan and email (or fax) it to the CAPP Deputy Warden of Programs and the IDOC contract monitor and; Make a c-note entry in the CIS. <p>Note: If concerns arise the IDOC contract monitor will meet with CAPP and the Placement Coordinator to determine the best course of action.</p>
CAPP Deputy Warden of Programs or designee	4	Send notification of recommendation to the CAPP case manager.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Deputy Warden of Programs or Designee	4	<p>Review the received <i>CAPP Progress Summary and Recommendations Form</i>, and.</p> <ul style="list-style-type: none"> • <u>If disapproved</u> – File the form in the offender’s case file. (The process ends here.) • <u>If approved</u>, make a copy of the form and file the original in the offender’s case file, <ul style="list-style-type: none"> ♦ Make a c-note entry in the CIS. ♦ In accordance with SOP 322.02.01.002, <i>Offender Placement Process</i>, prepare and email an Offender Placement Request Form to the Offender Placement Group to begin the offender placement process according to offender status.

Table 7-2: Riders Only (Private Facility)

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Case Manager	1	<ul style="list-style-type: none"> • Identify an offender who is failing the CAPP; and • Prepare CAPP Rider Review and Recommendations Form.
CAPP Case Manager	2	<ul style="list-style-type: none"> • In consultation with program counselor/ instructor coordinate approval for a Rider Review Committee case review; • Make a c-note entry in the CIS to document that the offender is failing and whether the case was recommended for the committee’s review; and • Scan and email (or fax) the form <u>and</u> supporting documentation to the CAPP Deputy Warden of Programs (or designee).
CAPP Deputy Warden of Programs or designee	3	<p>Review the received <i>CAPP Rider Review and Recommendations Form</i> <u>and</u> supporting documentation, and:</p> <ul style="list-style-type: none"> • <u>If still in agreement with the recommendation</u> – mark ‘concur’ on the form. • <u>If not in agreement with the recommendation</u> – mark ‘do not concur’ on the form, and make a c-note entry in the CIS to document why you do not concur with the recommendation. • Scan and email (or fax) the form <u>and</u> supporting documentation to the rider review committee. Send a copy to the CAPP Placement Coordinator and CAPP contract Monitor.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Rider Review Committee	4	Review the received <i>CAPP Rider Review and Recommendations Form</i> <u>and</u> supporting documentation; and within 3 working days determine whether: <ul style="list-style-type: none"> The offender will be recommended for a higher level of intervention; The relinquishment of the court's jurisdiction is clinically appropriate for the offender; <u>or</u> The offender will continue treatment at the CAPP facility.
Rider Review Committee	5	Notify the CAPP Deputy Warden of Programs of the decision, and scan and email (or fax) the form <u>and</u> supporting documentation: <ul style="list-style-type: none"> to the CAPP Placement Coordinator; CAPP contract monitor. And CAPP Deputy Warden of Programs <p><u>Note:</u> The chairman (or designee) shall make a c-note entry in the CIS to document the decision and CAPP placement coordinator notification.</p>
CAPP Deputy Warden of Programs or Designee	6	<ul style="list-style-type: none"> Notify the facility case manager of the decision; Ensure the case manager notifies the court if an inmate has an assigned court date that will need changed. <p><u>Note:</u> The receiving facility will notify the court that the inmate will continue programming at its facility and an estimated completion date.</p>
CAPP Case Manager	7	<ul style="list-style-type: none"> If the offender was recommended for a higher level of intervention, <u>or</u> will continue treatment at the CAPP facility – proceed to step 8. If it was decided that relinquishment of court jurisdiction is clinically appropriate for the offender – skip to step 9. <p><u>Note:</u> File the completed <i>CAPP Rider Review and Recommendations Form</i> <u>and</u> all supporting documentation in the offender's case file.</p>
CAPP Deputy Warden of Programs or Designee	8	In accordance with step 7, <ul style="list-style-type: none"> Notify the offender of the decision if at CAPP ; and Make a c-note entry in the CIS. (The process skips to step 10.)
CAPP Deputy Warden of Programs or Designee	9	In accordance with step 7: <ul style="list-style-type: none"> Notify the offender of the decision if at CAPP; Generate an Addendum to the Pre-sentencing Investigation (APSI) with a recommendation for the court to relinquish jurisdiction; Ensure the offender is placed in restrictive housing until moved from the facility; and Make a c-note entry in the CIS. (The process continues with step 10.)

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Facility Program manager or designee	10	In accordance with SOP 322.02.01.002 , <i>Offender Placement Process</i> , prepare and email an Offender Placement Request Form to the Offender Placement Group to begin the offender placement process according to offender status. Send a copy to the CAPP placement coordinator and CAPP contract monitor

Table 7-2: Timers Only

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
CAPP Case Manager	1	<ul style="list-style-type: none"> Identify an offender who is failing at CAPP and communicate with CAPP DW-Programs to review removal. If offender is refusing to program have him sign refusal to program and notify the DW-Programs If offender has received DOR and is recommend for removal notify the DW-Programs
CAPP DW-Programs or designee	2	<ul style="list-style-type: none"> If agreeing with case manager for removal of offender contact CAPP contract Monitor.
CAPP Contract Monitor	3	<ul style="list-style-type: none"> Communicate with DW-Programs and review concerns for removal. If agreeing with removal make a c-note and have DW Programs or designee In accordance with SOP 322.02.01.002, <i>Offender Placement Process</i>, prepare and email an Offender Placement Request Form to the Offender Placement Group to begin the offender placement process according to offender status.

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REFERENCES

Appendix A: CAPP Placement Referral Form

- [Appendix A \(Fill-in version\)](#)

CAPP Request Form

Special Progress Report Letter

Appendix D: CAPP Progress Summary and Recommendations Form

- [Appendix D \(Fill-in version\)](#)

Appendix E: CAPP Rider Review and Recommendations Form

- [Appendix E \(Fill-in version\)](#)

Appendix F: List of Exclusionary Crimes, CRP Program

CAPP Authorization to Release Parolee

CAPP Authorization to Release Timer

Directive [324.02.01.001](#), *Retained Jurisdiction*

Standard Operating Procedure [120.03.05.002](#), *Central and Medical Files: Control, Maintenance, and Disposition of*

Standard Operating Procedure [303.02.01.001](#), *Classification: Offender*

Standard Operating Procedure [322.02.01.002](#), *Offender Placement Process*

Standard Operating Procedure [607.26.01.014](#), *Program Management: Offender*

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List of Exclusionary Crimes – CRP Program

2	Abuse, sexual exploitation or neglect of vulnerable adult
5	Administering poison with intent to kill
9	Aggravated arson
11	Aggravated battery
12	Aggravated assault/Battery on certain personnel
14	Aircraft hijacking
16	Armed robbery
17	Arson (any degree)
22	Assault with intent to commit murder
23	Assault with intent to commit rape
25	Assault with intent to commit a sex offense
26	Assault with intent to commit aircraft highjacking
29	Assault with intent to commit mayhem
30	Assault with intent to commit murder
31	Assault with intent to commit robbery
38	Cannibalism
70	Escape from a state correctional institution
71	Escape from jail
118	Male rape
129	Murder in perpetration of rape/L&L
130	Murder, 1st degree
131	Murder, 2nd degree
145	Possession of a weapon by an inmate
163	Rape
164	Rape 18-16101 (4) resistance impaired
165	Rape 18-16101 (1) victim under 18
166	Rape 15-6101 (1) victim under 18 defendant 18 or under
174	Riot
184	Sex battery of minor child 16/17 years
187	Sexual abuse and exploitation of a vulnerable adult
188	Sexual abuse of a child under 16
192	Sexual exploitation of a child